



*The Commonwealth of Massachusetts
Executive Office of Health and Human Services
One Ashburton Place, Room 1109
Boston, MA 02108*

*MITT ROMNEY
Governor*

*KERRY HEALEY
Lieutenant Governor*

*TIMOTHY MURPHY
Secretary*

**IMPORTANT CONTRACT INFORMATION- DO NOT DISCARD
PLEASE FORWARD TO EXECUTIVE DIRECTOR**

November 3, 2005

RE: FY 2006 Salary Reserve: **INDIVIDUAL CONTRACTOR REPORT**

Dear Contractor:

Attached for your records is your *Individual Contractor Report* which lists your eligible contracts and reserve allocation sorted by state agency under the Executive Office of Health and Human Services (EOHHS). As stipulated by the 2006 Salary Reserve in line item 1599-6901 of the FY2006 General Appropriations Act, these payments are intended to be used for increases in salaries of human and social services staff under contract with the State's Health and Human Service agencies.

The funds allocated to your organization should total 3.04% of eligible salaries for direct care service employees earning less than \$25,000 and 1.81% of eligible salaries for those employees earning between \$25,001 and \$40,000. You may use up to 15% of both allocations to cover the employer portion of payroll and fringe benefit obligations directly associated with this increase in salaries.

This year, EOHHS determined the FY 2006 Salary Reserve increases by using adjusted data from the data your organization submitted last year. Specifically, these salaries were adjusted upward accordingly for the 1.89% (2.22% less 15% for fringe expenses) and 2.61 (3.07% less 15% for fringe expenses) increase that these employees received in FY 2005. In most cases, this listing should reflect the data submitted. However, in some cases, adjustments have been made based on obvious data errors or additional eligibility information received from you and/or the Departments.

In the following weeks, your organization will be contacted through email by the Executive Office of Health and Human Services (EOHHS) Purchase of Service Department. This email will include your FY 2006 Salary Reserve Contract that you will need to print, sign and return. Once this contract is received by EOHHS, you will begin to receive automatic monthly payments for the balance of the contract. *Please note:* The funds you receive are also subject to future adjustment as a result of investigation and audit.

Sincerely,

Timothy Murphy
Secretary

All Salary Reserve information is also available at:
www.mass.gov/salaryreserve